



**STATE OF NEW JERSEY**

**FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION**

In the Matter of Jennifer Dawson,  
Business Manager (PM0511C),  
Mount Laurel

Examination Appeal

CSC Docket No. 2022-294

**ISSUED: NOVEMBER 1, 2021 (PS)**

Jennifer Dawson appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Business Manager (PM0511C), Mount Laurel.

The subject examination closing date was January 21, 2021. The education requirement was a Bachelor's degree. The experience requirements were two years of management experience which include: 1) setting program or organizational goals and objectives, 2) establishing organizational structure, 3) setting policy for the organization or program managed by establishing program emphasis and priorities and developing operating and procedural guidelines and 4) directing the work of the organization or program through subordinate levels of supervision. Applicants who did not possess the required education could substitute additional experience as indicated on a year for year basis with 30 semester hour credits being equal to one year of experience. The appellant was the only individual who applied and the examination was cancelled on August 14, 2021.

On her application, the appellant indicated that she possessed a Bachelor's degree. Additionally, she indicated that she was a provisional Business Manager from October 2020 to January 2021, a Senior Account Clerk from July 2018 to October 2020, an Account Clerk from November 2017 to June 2018, a Business Administrator from March 2014 to June 2018 and a Director of Revenue and Finance from May 2013 to May 2017. Agency Services credited the appellant with

four months of experience for her provisional service but did not credit any of her other experience indicating that those positions did not include appropriate management duties. Accordingly, it determined that she lacked one year and eight months of experience.

On appeal, the appellant presents that she has been provisionally serving in the subject title since October 2020. Additionally, the appellant clarifies how she performed the required management functions while serving as a Business Administrator with Pine Hill and Director of Revenue and Finance with Audubon.

### CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.1(g) provides that the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted.

Initially, Agency Services correctly determined that the appellant was not eligible for the subject title, as she did not clearly articulate how she performed the required duties in her previous positions. However, on appeal the appellant explained how she performed the required duties as a Business Administrator with Pine Hill and Director of Revenue and Finance with Audubon. The Commission further notes that the appellant has also accrued over one additional year of applicable experience after the closing date. Therefore, the Commission finds that the appellant has sufficiently clarified that she possessed the required experience as of the closing date. *See In the Matter of Diana Begley* (MSB, decided November 17, 2004).

### ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded, and the appellant's application be processed for prospective employment opportunities only.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 27<sup>TH</sup> DAY OF OCTOBER, 2021



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